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From: Nassif, Julianne (DPH)
Sent: Wednesday, April 27, 2011 3:34 PM
To: McGuire, Thomas M (DPH); Saunders, Della (DPH)
Subject: RE: Additional documentation

Della Saunders has the time records for the drug lab. You'll just need Feiden/DesJardins for regular time. I am not sure who keeps all of the OT approval slips that we sign. I restricted Coverdell OT to weekends, but it was available to everyone in the lab. It should be fairly straight forward to reconcile the time.
Julie

From: McGuire, Thomas M (DPH)
Sent: Wednesday, April 27, 2011 12:24 PM
To: Nassif, Julianne (DPH)
Subject: FW: Additional documentation

Hi Julie,

Who should I pester for copies of time sheets for this? Chuck?

Thanks

From: Broderick, Deborah [<mailto:Deborah.Broderick@state.ma.us>]
Sent: Wednesday, April 27, 2011 10:57 AM
To: Corine.Pryme; Grace.Connolly; Thomas.M.Mcguire; Ying.Wang
Subject: Additional documentation

Hi All:

The DOJ/NIJ will be conducting an audit on the FFY09 and FFY10 Coverdell Grant. As I have requested previously, I will need to provide copies of timesheets or a detail biweekly report that includes empl name, days and hours worked, hrly rate and amount paid (with the appropriate signatory approval) and all payment documents (including invoices, packing slips and po's). The audit will begin on Monday May 9th. Please provide the requested data by May 5th. Thanks.

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